



NATIONAL GUARD BUREAU
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ARLINGTON VA 22204-1382

NGB-ARH

29 September 2009

MEMORANDUM FOR The Adjutants General of all States, Puerto Rico, the US Virgin Islands, Guam, and the Commanding General of the District of Columbia

SUBJECT: Interim Policy Guidance for Service Recognition Upon an ARNG Soldier's Retirement - Certificate of Service Recognition (NGB-ARH Policy # 09-038)

1. **Reference.** The previous edition of NGR 672-5, Service Recognition, issued 1 August 1986 and rescinded in 2009.
2. **Purpose.** This interim policy reaffirms the criteria and procedures for awarding a Certificate of Service Recognition (NGB Form 35) to a member of the Army National Guard upon his or her retirement. This interim policy will be formalized in a future edition of NGR 672-5.
3. **Applicability.** NGB Form 35 is available for issue to all retiring members of the Army National Guard and the Army National Guard of the United States who meet the criteria below.
4. **Criteria.** The certificate will be issued to a Soldier upon his or her retirement or transfer from the Army National Guard in recognition of 20 or more years of honorable and faithful service in the Armed Forces of the United States. To be eligible to receive this certificate, a Soldier must have served a minimum of 10 years in the Army National Guard.
5. **Request Initiation Time.** The Soldier's immediate commander will submit a request to the Adjutant General of his or her State or Territory with sufficient lead time to ensure the certificate's availability for presentation at the Soldier's final formation or retirement ceremony.
6. **Preparation.**
 - a. Upon receipt of such a request and verification of the appropriate details, The Adjutant General has the responsibility to issue an NGB Form 35. The certificate will contain the Soldier's rank at retirement (highest rank held), full name (first - middle initial - last), the total years of service in the Armed Forces of the United States, the actual years of service in the Army National Guard, and the certificate's date of issue.
 - b. The certificate will be prepared only as a single original.

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7. **Presentation.** The certificate will be presented on behalf of the Adjutant General in an appropriate ceremony by the Soldier's immediate commander.

8. **Form Availability.** States will request presigned certificates from the Publications Management Center (NGB-DMJ), Building 34, Camp Keyes, Augusta, Maine 04344.

9. **Term.** This interim policy will expire upon the publication of a revised NGR 672-5.

10. The point of contact is LTC Dennis P. Chapman, Chief, Personnel Policy and Readiness Division, at DSN 327-5904, 703-607-5904, or dennis.chapman@us.army.mil.


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